



CITY OF SCRANTON PUBLIC FINANCE INTERN

Internship Function:

The COVID-19 pandemic has impacted the economic situation in the City and will hit the City's budget hard. The City of Scranton's Department of Business Administration is currently seeking an intern to perform critical support functions to assist the Business Administrator and Finance Manager navigate these challenges.

The City of Scranton has a lean management model. The Public Finance Intern will have a range of responsibilities and will brief the Mayor and other leaders on a regular basis.

Essential functions include, but are not limited to:

- Assist with preparing correspondence, data and reports;
- Maintain updated financial projections and present to Mayor regularly;
- Perform debt-related financial analysis and assist with capital market transactions;
- Draft debt management and other financial management policies for the City;
- Assess changes to tax code and collections, and process improvements; and
- Other duties as needed by the Business Administrator.

Education/Experience:

Current enrollment or completion of graduate or undergraduate work from an accredited college or university with studies in Business, Finance, Accounting, Public Policy or other related fields required.

Hours:

The intern will work a schedule of 20 hours per week (hours are negotiable).

To apply to this position, please email your resume and cover letter to City Finance Manager Rebecca McMullen at rmcmullen@scrantonpa.gov.